

**Solar Energy Action Committee
Draft Meeting Summary
Meeting May 7, 2015**

- Dennis Hunter and Hector Bordas welcomed everyone to the first Solar Energy Action Committee.
- Hector Bordas provided background on SEAC, why it is important to the County and Public Works, challenges and vision.
- SEAC members and guests introduced themselves.
- The challenges described in the “SEAC scope of work” were discussed.
 - It was recommended that interaction with utilities should be added to the list of challenges.
 - Specific utilities should be invited to participate in SEAC.
 - SDG&E and the city of Los Angeles Department of Water and Power should be invited/encourage to participate in SEAC.
 - The interpretation of the codes is a challenge for both the public and private sectors.
 - The quality of the workers in the private sector needs to improve. More training is necessary.
 - There are challenges dealing with the smaller less experienced companies.
 - There seems to be information and communication overload. Information is everywhere and it is not well organized.
 - Getting information out to those that need it is also a challenge.
 - Rolling out AB 2188 seems to be also a problem. How is that being done now? Will there be compliance with the requirements?
 - Training installers is also a problem. Personnel are constantly changing.
- The approach to identify challenges and solutions was discussed.
 - It was agreed that members would form into groups such as jurisdictions, listing/testing companies, installers, etc.
 - Each group would then come up with their current top 10 issues/challenges.
 - Each group would select a group lead.
 - Each lead would email the other groups their top 10.
 - The top 10 from each group will then be discussed at the next meeting.
 - From all of the top 10 a new overall top 10 would be selected.
 - From the overall top 10, two to three easier issues/challenges will be selected to discuss and come up with solutions. The reason for doing this is to show that the process works and to provide credibility to SEAC. The results will then be published through various means.
 - Solutions to all the issues/challenges will be discussed and decided through a collaborative process at the SEAC meetings.
 - It was agreed that each group would come up with their top 10 by May 21 and would distribute them to the other groups by that date.
 - The following was proposed regarding the format for the solutions:

- Description of the challenge including its impact on the public and private sectors, customers and communities.
 - Recommendation to address the challenge.
 - Detailed background on the challenge/issue.
 - Who would benefit by the implementation of recommendations?
 - What are the benefits to be derived by implementing the recommendations?
- Draft meeting guidelines were presented and will be decided on at a future meeting.
- Simple bylaws were discussed and decided. This may be revised/updated as necessary.
 - A quorum is established for a meeting by the attendance of 2/3 of the members of SEAC.
 - A quorum is necessary for voting and decision making purposes.
 - 2/3 vote (super majority) is necessary for a matter/issue/decision to pass/be approved.
 - Meetings will be held on the last Thursday of the month.
 - Meetings will start at 9:30 A.M.
 - Meetings will be held at the County of Los Angeles Department of Public Works headquarters.
 - Call-in and/or online participation/attendance is acceptable.
 - Every other meeting, beginning with the June 25, 2015 meeting, will be held using GoToMeeting or GoToWebinar or other convenient online application.
 - SEAC primary members can assign an alternate to attend, participate and vote at meetings.
- Results of decisions, agendas, meeting summaries, meeting dates, reports, research conducted and other items related to SEAC will be posted on a SEAC landing page, made available through appropriate social media, and at public workshops that will be held two to four times per year.
- Various types of reports were discussed including metrics, strategic, action plan, and roles/responsibilities. Metrics are important to establish a baseline and measure progress as a result of implementing recommendations. The types of reports that would be appropriate for SEAC will be on the agenda for the next meeting.
- Hector Bordas stated that the County of Los Angeles Department of Public Works will implement recommendations that are applicable to the County. The intent is that this would show leadership and would inspire other jurisdictions to do the same.
- A suggestion was made that it may be appropriate to develop a stand-alone code for solar similar to the Green Building Code. This would allow timelier flexibility in making changes to code that is applicable to solar.

Action Items

1. Hector Bordas: work with Public Works' network to contact the Department of Water and Power. The intent is to meet with them and have them join SEAC.
2. All: provide comments to Lorena regarding the draft Meeting Guidelines.
3. Hector Bordas: contact San Diego Gas & Electric and invite them to join SEAC.
4. Lorena: send out updated participation list
5. All: SEAC members are to form groups and each group would come up with their top 10 issues by May 21. Each group is to distribute their top 10 to the SEAC team by May 21.